

ASSOCIATE ENGINEER

Code No: 3-14-040
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level professional engineering position responsible for the administration and supervision of the design and construction phases of capital improvement projects. The work involves preliminary project work such as preparing plans and specifications and the review of designs and estimates developed by consultants. Considerable independence is allowed in coordinating projects between the design section and other engineering sections within the department and with outside contractors. This position differs from that of Senior Engineer in the complexity of the engineering work performed and the broad scope of administrative and supervisory responsibility of the position. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision is exercised over a professional and technical staff of engineers, draftsmen and engineering aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Administers and supervises the design of capital improvement projects;

Administers and supervises construction of capital improvement projects;

Reviews plans, specifications and estimates of capital projects designed by consultants;

Reviews private development plans to evaluate their relationship to County owned highways and other County facilities;

Prepares legislative referrals and reports for submission to County Legislature and other policy-making committees;

Prepares reports, studies and preliminary plans for special projects;

Conducts and/or attends public hearings and meetings relating to capital improvement projects;

Gathers information and makes court appearances regarding litigation involving County capital projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, principles and theories of engineering as they apply to the planning, design, construction and inspection of sewers, highways, streets, buildings, parks, airport facilities, bridges and similar structures; thorough knowledge of methods and principles of construction cost estimation; thorough knowledge of the sources of engineering information; good knowledge of the principles of capital project management; good knowledge of the principles and practices of supervision; good knowledge of the use of standard specifications; ability to express and evaluate engineering concepts and decisions in drawings, designs, reports and written specifications; ability to plan, assign, direct and evaluate the work of a professional and technical support staff; ability to establish and

maintain effective professional relationships with consultants, staff and representatives from other agencies; ability to organize material and prepare effective narrative and technical reports on engineering activities; good judgment; resourcefulness in analyzing and resolving complex engineering problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Engineering plus five (5) years of professional paid full-time or its part-time equivalent work experience in civil, electrical, environmental, mechanical, transportation or sanitary engineering activities including project planning and design development and review, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Engineering, plus six (6) years of paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a New York State Professional Engineer's license or possession of a Professional Engineer's license issued by a state having reciprocity* with New York Professional Engineering licensure standards, and which license was obtained by written examination.

*Where, in order to meet the Professional Engineering's license requirement, an individual is appointed by using the process of reciprocity, the probationary period is not considered complete until the employee has received the Professional Engineer's license issued by the State of New York. The license must be obtained during the probationary period or otherwise be separated from the position.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: December 19, 1985
REVISED: September 7, 1995
REVISED: March 7, 2002
REVISED: April 3, 2014

ADDITIONAL INFORMATION: Candidates for positions at the Monroe County Department of Aviation must meet the pre-employment requirements of Title 49 of the Code of Federal Regulations (CFR), Part 1542, prior to appointment.